DOCUMENT RESUME

ED 202 302 HE 013 810

AUTHOR Quinn, Matthew J.
TITLE Procedures for Visitation of Degree Granting Institutions.
INSTITUTION Education Commission of the States, Denver, Colo. Inservice Education Program.; State Higher Education Executive Officers Association.
SPONS AGENCY Kellogg Foundation, Battle Creek, Mich.
REPORT NO IEP-027
PUB DATE [76]
NOTE 9p.; Paper presented at a Seminar for State Leaders in Postsecondary Education.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Certification; Decision Making; Eligibility; Government School Relationship; Higher Education; *Institutional Evaluation; *Scheduling; *School Visitation; *State Licensing Boards
IDENTIFIERS *Seminars for State Leaders Postsec Ed (ECS SHEEO); *Site Visits

ABSTRACT

Proposed schedules for short and long visits for state licensing team visits to colleges and universities are presented. The short visit, which some states use for program evaluations, involves a half day (the afternoon) prior to the formal visitation and a full day visitation. The long visit entails the afternoon prior to formal visitation, the full day visitation, and another half day. Activities are outlined by the time of day, and the areas that team members would probably want to examine are listed. The typical sequence of activities leading to licensing are also outlined separately. Preceding the visit, the institution provides a report to the state agency, which in turn provides the material to the consultants. The institution is also informed about the selection of the consultants and allowed to submit objections. After the visitation, the team report is submitted to the state agency and the institution. The state agency then reviews the institutional report, the team report, and institutional response prior to making the decision on licensing of the institution. (SW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED202302

Inservice Education Program (IEP)

Paper Presented at a Seminar for State Leaders in Postsecondary Education

PROCEDURES FOR VISITATION OF
DEGREE GRANTING INSTITUTIONS

THE FLORIDA BOARD OF INDEPENDENT COLLEGES AND UNIVERSITIES
and
THE STATE AND REGIONAL HIGHER EDUCATION CENTER
of the
FLORIDA STATE UNIVERSITY

Matthew J. Quinn, Researcher

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

ECS

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

NE 013 710

IEP Paper No. 027

Education Commission of the States

Inservice Education Program (IEP)
Education Commission of the States
1860 Lincoln Street, Suite 300
Denver, Colorado 80295

SHEEO

The IEP Program has been supported primarily by the W. K. Kellogg Foundation with additional funds from the Education Commission of the States, the Frost Foundation and the State Higher Education Executive Officers

Typical Schedule for State Licensing
Team Visits

(Short visit* ends on Monday at 5:00 p.m.
Long visit ends on Tuesday morning.)

Approximately four weeks prior to the evaluation visit, state agency sends team a copy of the institutional response to state agency questionnaire.

SHORT VISIT

SUNDAY: (afternoon prior to formal visitation)

4:00 p.m. Team members and state agency representatives meet (in chairman's suite or assigned meeting room in hotel) to exchange first impressions of report, clarify individual team member's assignments, and tentatively decide on major questions for informal discussion with institutional representatives at dinner.

6:00 p.m. The team and representatives of the state agency meet in the lobby of the hotel. A representative of the state agency or the institution will provide transportation for the team members to the place where dinner will be served, if required.

6:15 p.m. A brief "get acquainted period" will precede dinner which should commence at approximately 6:30 p.m. It is usually helpful to the visiting team when the institution includes the following people at the dinner: Board of Trustees' representatives, key administrators, a few students, and others whom the president feels would be appropriate.

8:30 p.m. The team will have a brief meeting with representatives of the college to chart a schedule for the following day.

9:00 p.m. Brief meeting at hotel of team and state agency to review evening and plan for Monday. In no case should this meeting last beyond 11:00 p.m.

MONDAY: (full day visitation)

The complete schedule for this day will be arranged by the team. A typical pattern is outlined below. This outline is tentative at best and is subject to total revision by the team.

7:30 a.m. Team members and representatives of the state agency meet for breakfast at the hotel.

8:30 a.m. Team members drive to the college.

*Some states use short visit for program evaluations.

9:00 a.m. The team members and representatives of the state agency meet in the president's office for a brief orientation with appropriate personnel.

9:30 a.m. During the morning, the team members would probably desire to examine the following areas:

purposes and objectives of the institution
admissions and admission standards
faculty qualifications
class size and teaching loads
the curriculum offered
course outlines
library and learning resources
special facilities
graduation requirements
student records
student personnel services
program administration
program budget and finances
catalog and announcements
administration
buildings and grounds
Board of Trustees

12:00 noon Closed session for team members and state agency representatives. College to provide lunch.

1:00 p.m. Team members would continue to explore those areas listed above. In addition, research activities and long-range plans for the college would be reviewed.

2:00 p.m. Informal group meeting with student representatives. Individual meetings with faculty members.

3:00 p.m. Team members and representatives of the state agency meet to discuss major findings with the president and others whom he may designate.

4:00 p.m. Team and state agency representatives meet with president and others whom he may designate. At this time, the team may present some of its observations with opportunity for the institution to react.

5:00 p.m. Team is disbanded.

Within seven days, each team member will submit his segment of the team report to the team chairman. The chairman will consolidate the report and send it to the team members for endorsement or modification. A copy of the report will be furnished the college for purposes of determining

factual accuracy (e.g., number of full-time faculty, etc.) and responding to any specific team recommendations.

The completed report and institutional response are reviewed by the staff of the state agency and appropriate actions are taken.

LONG VISIT

SUNDAY: (afternoon prior to formal visitation)

4:00 p.m. Team members and state agency representatives meet (in chairman's suite or assigned meeting room in hotel) to exchange first impressions of report, clarify individual team member's assignments, and tentatively decide on major questions for informal discussion with institutional representatives at dinner.

6:00 p.m. The team and representatives of the state agency meet in the lobby of the hotel. A representative of the state agency or the institution will provide transportation for the team members to the place where dinner will be served, if required.

6:15 p.m. A brief "get acquainted period" will precede dinner which should commence at approximately 6:30 p.m. It is usually helpful to the visiting team when the institution includes the following people at the dinner: Board of Trustees' representatives, key administrators, a few students, and others whom the president feels would be appropriate.

8:30 p.m. The team will have a brief meeting with representatives of the college to chart a schedule for the following day.

9:00 p.m. Brief meeting at hotel of team and state agency to review evening and plan for Monday. In no case should this meeting last beyond 11:00 p.m.

MONDAY: (full day visitation)

The complete schedule for this day will be arranged by the team. A typical pattern is outlined below. This outline is tentative at best and is subject to total revision by the team.

7:30 a.m. Team members and representatives of the state agency meet for breakfast at the hotel.

8:30 a.m. Team members drive to the college.

9:00 a.m. The team members and representatives of the state agency meet in the president's office for a brief orientation with appropriate personnel.

9:30 a.m. During the morning, the team members would probably desire to examine the following areas:

purposes and objectives of the institution
admissions and admission standards

faculty qualifications
class size and teaching loads
the curriculum offered
course outlines
library and learning resources
special facilities
graduation requirements
student records
student personnel services
program administration
program budget and finances
catalog and announcements
administration
buildings and grounds
Board of Trustees

12:00 noon Informal individual lunches with faculty, students and administrators.

Afternoon: Visitation of classes, interviews with faculty, students, and administrators. Continuation of morning activity of review of records, facilities, etc.

5:00 p.m. Team returns to hotel.

6:00 p.m. Dinner for team members and state agency representatives.

7:30 p.m. Team and state agency representatives meet to review day's activities to discuss findings and to reach consensus (state agency representative abstaining from vote) on broad outline of oral report to president on Tuesday. Meet should end by 11:00 p.m.

WEDNESDAY: (half-day visitation)

7:30 a.m. Breakfast

8:30 a.m. Drive to college

9:00 a.m. Follow-up on any specific points which require clarification.

10:00 a.m. Meeting with president and others he may designate.

11:00 a.m. Team disbands.

Within seven days, each team member will submit his segment of the team report to the team chairman. The chairman will consolidate the report and send it to the team members for endorsement or modificiation. A copy of the report will be furnished the college for purposes of determining factual accuracy (e.g., number of full-time faculty, etc.) and responding to any specific team recommendations.

The completed report and institutional response are reviewed by the staff of the state agency and appropriate actions are taken.

Typical Sequence of Activities Leading to Licensing

1. Letter from institution expressing interest in receiving license.

2. Response from state agency with outline of report and material needed by state agency for review of licensure request.

3. Selection of consultants - institution is informed of consultants which agency is considering, to determine whether institution has serious and substantial reservations about any particular consultant.

4. Upon receipt of report, state agency forwards copies to consultants, along with copies of catalog and other public institutional documents.

5. Visit - see attached schedule of typical licensure visit.

6. Receipt by state agency of team report - copy furnished to institution for purposes of determining factual accuracy (e.g., number of full-time faculty, size of library, etc.) and responding to any specific recommendations the team might make.

7. Review by state agency of institutional report, team report, and institutional response.

8. Action (licensing or rejection) by state agency.